Approved For Release 2001/07/16 : CIA-RDP78-05844A000100110001-8

11 September 1961

MEMORANDUM FOR: Administrative Officer
National Security Council

SUBJECT : Transfer of Account Balances and Supporting Documentation Relative to Fiscal Year 1961

REFERENCE : Letter and Attachments to Administrative Officer NSC from Comptroller CIA dtd 8 June 1961 Regarding Administrative Services to NSC - Transfer of Responsibility

1. In accordance with the referenced letter we are forwarding herewith final accounting and payroll data relative to Fiscal Year 1961 activity. This data will provide the Council with information which will enable it to properly complete certain Federal and State reporting requirements and also to accomplish payments in relation thereto.

2. The following accounts and balances with their supporting documentation are identified herein and also attached are analyses of such, each of which should be signed by you, as Administrative Officer, with a copy thereof being returned to the undersigned.

(a) Withheld Federal Income and F.I.C.A. Taxes - $4,954.63

(b) Withheld State and Territorial Income Taxes, District of Columbia - $277.59

(c) Employees Payroll Allotment Account, U.S. Savings Bonds - $98.89

(d) Accrued Unused Annual Leave - $72,093.00

(e) Civil Service Retirement Deductions - $131,724.41

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3. We shall be pleased to render all other assistance necessary toward the orderly transfer of the aforementioned items.

[redacted] STATINTL
Chief, Fiscal Division

Attachments: As Stated

RWG:hw

c.c. Accounting Branch
Payroll
STATINTL Mr. [redacted]

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